

MINUTES
HISTORIC PRESERVATION COMMISSION
Monday, February 9, 2015
City Hall, Room 210
4:00 p.m.

MEMBERS PRESENT: Chairperson Ald. Mark Steuer, Vice Chairperson Jacqueline Frank, Roger Retzlaff, Susan Ley, Dave Boyce, Jeanine Mead, Dennis Doucette

The meeting was called to order by Ald. Steuer at 4:00 p.m.

1. APPROVAL OF MINUTES AND AGENDA

- a. Approve January 12, 2015 Minutes

Motion made by Roger Retzlaff to approve the January 12, 2015 Minutes, seconded by Susan Ley. All in favor. Motion carried.

- b. Modify and adopt agenda

HPC awards will be discussed under "Continuing Business" as item 5 c.

Motion made by Roger Retzlaff to approve the modified agenda, seconded by Susan Ley. All in favor. Motion carried.

Ald. Steuer welcomed new HPC member, Dennis Doucette. Dennis told a little bit about himself and stated he has a passion for historic hotels.

2. DESIGN REVIEWS

- a. Review and discuss renovations at 1118 S. Monroe Avenue

No representative is present at this time. Motion made by Ald. Steuer to table this item until the next meeting, seconded by Roger Retzlaff. All in favor. Motion carried.

Donald Heaster appeared later in the meeting.

Motion made by Roger Retzlaff to discuss the renovations at 1118 S. Monroe Avenue, seconded by Susan Ley. All in favor. Motion carried.

Donald Heaster, property owner, is present at the meeting. Donald stated he is putting in an upstairs bathroom and would like to install a transom type window above the sink to let some light in. He would also like to put some high windows along the ceiling in the kitchen. The windows would have vertical muntins.

Roger believes the city code requires operable windows for occupied rooms, as ventilation would be necessary. Donald stated he will check into this and if required, put in operable windows.

Motion made by Roger Retzlaff to approve the installation of a three pane, divided light, transom window on the north elevation for the new bathroom, and the possible future addition of two divided light, three pane windows for the kitchen. Motion seconded by Jacqueline Frank. All in favor. Motion carried.

b. Review and discuss renovations at 722 S. Quincy Street

Wess Damro, property owner, is present at the meeting. Wess plans on tearing down the small porch and building a larger one in a style similar to when the house was first built. It will start in front and wrap around the north side, adjoining an extended portion of the house. Wess stated the building originally had a full width porch on the front but did not have historical photos or drawings to document this. He will be doing the work himself. The posts will be an ornate style of wood. There will not be any metal cables. The balusters will be similar to what is currently on the home.

The current walkway to the sidewalk will be removed. The stairs will be on the northeast corner and will meet the driveway. Wess hopes to remove the first floor siding at some point in the future. It may be replaced with a cedar shake look. The extended porch will have a hip roof.

Roger feels a gabled look would be better since the rest of the house is constructed that way. He thought the contoured fascia boards and the overhanging, unsoffited eaves are important to the visual character of the house and should be maintained. Roger recommends the new stairs come straight off the front rather than at an angle, as depicted in the plan sketch and have an L-walk to the driveway. He feels these details will have a more historic look.

Motion made by Roger Retzlaff to approve the renovations at 722 S. Quincy Street with the recommendation that the owner maintains the fascia details with gabled roof ends, and that construction of the stairs comes straight forward from the house. Motion seconded by Jacqueline Frank. All in favor. Motion carried.

Note to Inspection Department: You should be receiving the framing plans and the HPC would like to receive copies in order to make an appropriate assessment of the construction proposed. Ald. Steuer will follow up.

Note: The representation for 1118 S. Monroe Avenue now appeared. See above for details.

3. **REPORTS**

- a. Brief report on HPC statutes and ordinances from the WHS Conference (R. Retzlaff)

Roger Retzlaff attended the WHS annual conference and gave a brief report regarding statutes and ordinances. He attended two presentations given by Chip Harry L. Brown III, an attorney with the Wisconsin Historical Society. He spoke on two main issues – federal legislation with respect to historic preservation and state and local legislation.

Review authority is established by national law. It's an act of Congress which relates mainly to historic properties. The State of Wisconsin has similar legislation administered through the Wisconsin Historical Society State Historic Preservation Office. The Wisconsin Statute is Chapter 44. Mr. Brown stressed that commissions should be well aware of these laws and understand how they are applied.

This legislation applies mainly to publicly owned property with respect to restrictions on whether and to what extent changes may be made to the historic portions. As it relates to privately owned property, it's restricted to whether the applicant is pursuing tax credits or are in other ways using public funds for project work on historic portions of a property. Otherwise there are no restrictions to what a person can do with his historic property, at the local end. In Green Bay, we have no restrictions at all. Other municipalities do have significant restrictions on what property owners can do to historic properties.

4. **CORRESPONDENCE:** None.

5. **CONTINUING BUSINESS**

- a. Discuss and finalize plans for "Meet and Greet" scheduled for February 12 at Titledown

Julie Van Oss is present at the meeting and she has been working with Dave Boyce on this event. It will be held from 5 until 8 p.m. in the Titledown Tap Room. The purpose of the meet and greet is to bring historic preservation awareness to the general public.

Dennis Doucette stated the Hotel Northland will be having a membership component when they open up next year and historic preservation information will be included.

- b. Discussion on participation in the Wisconsin History Tour (R. Retzlaff)

Roger Retzlaff passed out some flyers. The Commission Members should attend the Friday, February 20 event at 10:00 a.m. at the Neville Museum. They have been asked to make a statement about the Commission introductory to the presentation by Jim Draeger. Several other events are scheduled which are listed on the brochure.

- c. HPC Awards

Jeanine Mead is working on the awards ceremony and compiled and distributed a list of the previous winners. She will prepare the press release. She asked the Commission to look over the nomination criteria and be ready to discuss nominations next month.

6. NEW BUSINESS

- a. Discussion on a scenario about a typical historic residential/commercial restoration and how that may be incorporated into an HPC article, power point or web item. An attempt will be made to invite citizen(s) to the meeting who has experience with this scenario (Ald. Steuer)
- b. Discussion on a contractor database that has been started by the Brown County Trust for Historic Preservation (BCTHP) and how the HPC may partner on this effort (Ald. Steuer)
- c. Discussion on a historic preservation symposium/meeting for May 2015 with the HPC, BCHS, BCTHP, De Pere Historical Society, Allouez Historical Society and other Brown County area preservation groups (Ald. Steuer)

The above items will be tabled at this time.

Roger Retzlaff stated the Commission can go into closed session to discuss the HPC staff position.

- d. Review City Raze/Repair Orders and Demolitions

Motion made and seconded to receive and place on file. All in favor. Motion carried.

- e. Review January building activity report

Motion made and seconded to receive and place on file. All in favor. Motion carried.

7. OTHER ANNOUNCEMENTS AND NEWS

Roger Retzlaff stated that Wendy Townsend (Economic Development) explained how the current state budget, as proposed, limits historic tax credits to \$10 million, which will severely limit what is available for the redevelopment of historic properties. A number of developers are trying to lobby the legislators to have that amount increased. Wendy mentioned the possibility of it being apportioned regionally.

- 8. **NEXT MEETING DATE:** March 9, 2015 at 4:00 p.m.

9. ADJOURNMENT

Motion to adjourn made by Roger Retzlaff, seconded by Susan Ley. All in Favor. Motion carried.